AREA INSTRUCTIONS FOR RUNNING THE AREA AGGREGATE GPRA "QUARTERLY" REPORT

NOTE: The due date for transmitting the report to Carol Goodin (Carol.Goodin@ihs.gov) at California Area is August 19, 2005.

1. At the IHS/RPMS Clinical Reporting System menu, select CI05 (CRS 2005).

2. At the Clinical Reporting System menu, select AO (Area Options).

3. Type AGP at the "Select Area Options Option:" prompt on the Area Office Options menu.

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                    **************************
                    **   IHS/RPMS CRS 2005   **
                    **  Area Office Options  **
                    **************************
                              Version 5.1

                            DEMO HOSPITAL



    UPL    Upload Report Files from Site
    AGP    Run AREA National GPRA Report
    GPUA   Run AREA GPRA Performance Report
    AELD   Run AREA Elder Care Report
    AHED   Run Area HEDIS Report
    LSTF   List files in a directory

Select Area Options Option: AGP  Run AREA National GPRA Report
```

4. The screen displays the date ranges that have been pre-defined for the report, including Report (Current), Previous Year and Baseline.

```
                [AREA_Name] Area Aggregate National GPRA Report

The date ranges for this report are:
     Reporting Period:        Jul 01, 2004 to Jun 30, 2005
     Previous Year Period:    Jul 01, 2003 to Jun 30, 2004
     Baseline Period:         Jul 01, 1999 to Jun 30, 2000
```

5. Type A (Area Aggregate) at the "Run Report for:" prompt. The default option is *A*.

   The Area Aggregate option will run a report that combines the data for all sites that have exported their data to the Area Office. The One Facility option will run a report similar to the facility GPRA report (see User Manual section 7.0).

```
     Select one of the following:
          A         Area Aggregate
          F         One Facility

Run Report for: A// A     AREA Aggregate
```

6. Beginning with Version 5.1, you will now be able to select which sites to include in the report. Press Enter to continue.

7. All facilities that have had their data files uploaded for the selected time period will be displayed onscreen. Review the list.

8. Select the facilities to be included in your report, as described below.

   - To select all facilities for the report, type A.

   - To select one facility at a time, type S, then the number of the facility you want to select.

   - To remove a facility from the list, type R, then the number of the facility.

```
AREA AGGREGATE SITE SELECTION May 01, 2005 14:36:24        Page:    1 of    1
Area Aggregate Site Selection
* indicates the site has been selected
#    SU           FACILITY        BEG DATE   END DATE   BASE BEG   BASE END   DATE RUN

*1)   DEMO SU 1  DEMO HOSPITAL  07/01/04  06/30/05  07/01/99  06/30/00  04/29/05
*2)   DEMO SU 2  DEMO HOSP 2    07/01/04  06/30/05  07/01/99  06/30/00  04/30/05



         Enter ?? for more actions
A    Area Aggregate  All Facilities    R    Remove (unselect) Facility
S    Select Facility                   Q    Quit
Select Action:+// A  Area Aggregate  All Facilities
```

9. Type Q (Quit) when you have completed selecting facilities at the "Select Action:" prompt.

10. The names of two delimited text files (filenames beginning with "GPRANT" and "GPRAEX"[1]) and the network directory that they will be saved to are displayed on the screen. These text files provide a summary of the National GPRA report results for each site in the aggregate report and can be used in Excel to create graphs and other summary reports. **THE DELIMITED FILE USED FOR NATIONAL GPRA REPORTING WAS CHANGED TO THE "GPRANT" FILE. THIS IS THE FILE YOU WILL NEED TO TRANSMIT TO CAROL GOODIN AT THE CALIFORNIA AREA. Please do not open this file and/or save it in Excel before sending it; send the original "GPRANT" text file that is created by CRS. Ask your Site Manager for assistance in locating this file. Please do not send the file to California Area until the Area Aggregate report has been run for ALL reporting sites within your Area. If any sites are missing, please do not send the delimited file to California Area.**

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[1] The GPRAEX filename will not be displayed if the EISS export option was set to "No" at Site Parameters.

```
A file will be created called
GPRANT8087012005063000000000020050627103010_000016.TXT
and will reside in the Q:\ directory. This file can be used in Excel.


A file will be created called
GPRAEX8087012005063000000000020050627103010_000016.TXT
and will reside in the Q:\ directory. This file can be used in Excel.


Please choose an output type.  For an explanation of the delimited
file please see the user manual.


     Select one of the following:

        P           Print Report on Printer or Screen
        D           Create Delimited output file (for use in Excel)
        B           Both a Printed Report and Delimited File

Select an Output Option: P//
DEVICE: HOME//    VT     Right Margin: 80//
```

11. Select the output option, as described on page 115, step 8 of the CRS Version 5.1 User Manual.